

July 26, 2013

To: Executive Board

Subject: **Sole-Source Contract Award – Trace3 Professional Services**

Recommendation

Authorize the Executive Director to negotiate final contract terms and conditions and execute a sole-source contract in the amount of \$213,900.00 with Trace3 to install and configure software and equipment and train IT staff for the Data Center and Cisco phone replacement projects.

Analysis

Foothill Transit's current data center and phone systems are failing at an increasing rate, negatively impacting the continued effective functioning of the organization. In a separate action on the Executive Board's July 26, 2013 agenda, the Board will consider awarding a contract to Trace3, a Western States Contracting Alliance (WSCA) vendor, to provide equipment and software to replace Foothill Transit's aging equipment and software. The purpose of this sole-source contract with Trace3 is to obtain professional services to install and configure the Data Center and Cisco Phone Replacement projects. Along with the physical installations, Trace3 will assist Foothill Transit in migrating all servers and data to the new data center. Of the \$213,900 cost for professional services, \$24,600 dollars is reserved for training of Foothill Transit staff on how to manage and service the newly installed systems.

Foothill Transit's Procurement Manual allows for Sole-Source Procurements in the case of Unusual and Compelling Urgency.


Foothill Transit may limit the number of sources from which it solicits bids or proposals when it has such an unusual and urgent need for the property or services that it would be seriously injured unless it were permitted to limit the solicitation. Foothill Transit may limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the property or services.

Budget Impact

The total cost of the Trace3 contract is \$213,900.00. Foothill Transit's approved FY 2014 Business Plan includes sufficient funding for professional services related to the Data Center and Cisco phone replacement projects.

Sincerely,

 for
Donald Luey
Director of Information and Technology


Doran J. Barnes
Executive Director